



## **ORGANIZATION AND POLICY DOCUMENT**

**DECEMBER 2003**

**RANGE COMMANDERS COUNCIL**

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## **RCC VISION STATEMENT**

The Range Commanders Council (RCC) seeks to preserve and enhance the nation's warfighting superiority by ensuring that affordable technical capability and capacity are available to test and operate the world's most effective weapons systems and to train the warfighters who use them.

## **RCC INTERNAL CHARTER**

1. Purpose: This charter establishes the Range Commanders Council and outlines its mission, responsibilities, relationships, and organization.
2. Mission: The Range Commanders Council is dedicated to serving the technical and operational needs of U.S. test, training, and operational ranges. The RCC provides a framework wherein
  - a. Common needs are identified, and common solutions are sought
  - b. Technical standards are established and disseminated
  - c. Joint procurement opportunities are explored
  - d. Technical and equipment exchanges are facilitated
  - e. Advanced concepts and technical innovations are assessed, and potential applications are identified
3. Responsibilities and Relationships: The Range Commanders Council will share its insight and products with armed service, Department of Defense (DoD), and other U.S. government oversight boards and committees and stands as an expert consultant to those organizations.
  - a. The RCC maintains close ties with OSD and Service offices that support the T&E, training, and operational ranges. The RCC works with these and other entities on tasks of mutual benefit. All groups and principals may, as warranted by events, request assistance from the RCC through the Chair of the Executive Committee. Through these activities, the RCC maintains a position of technical leadership thereby contributing greatly to this nation's unmatched test, training, and operational range capabilities.
  - b. RCC memberships for U.S. government ranges other than DoD ranges may be approved by the Range Commanders, when deemed appropriate and mutually beneficial. Such members, however, may be recused from participating in decisions that have direct bearing on DoD issues and policies.

## **OBJECTIVE**

The Range Commanders Council was organized to preserve and enhance the efficiency and effectiveness of member ranges, thereby increasing their research and development, operational test and evaluation, and training and readiness capabilities. The scope of the Range Commanders Council is to

- a. resolve common problems;
- b. discuss common range matters in an organized forum;
- c. exchange information thereby minimizing duplication;
- d. conduct joint investigations pertaining to research, design, development, procurement, and testing;
- e. coordinate major or special procurement actions;
- f. develop operational test procedures and standards for present and future range use; and
- g. encourage the interchange of excess technical systems and equipment.

## **ESTABLISHMENT**

1. The Range Commanders Conference (RCC) was founded in August 1951 upon the recommendation of the Commander, Naval Air Missile Test Center, Point Mugu, California, to the Commanding General, White Sands Proving Ground, New Mexico, and the Commander, Patrick Air Force Base, Florida. The name of the organization was changed to Range Commanders Council at the 23rd conference of the council held at the Air Proving Ground Center, Eglin AFB, Florida, 15-16 October 1963. Today, the Army RCC member ranges are White Sands Missile Range, Electronic Proving Ground, Reagan Test Site (formerly Kwajalein Missile Range), Yuma Proving Ground, Dugway Proving Ground, Aberdeen Test Center, and the National Training Center. The Navy member ranges are the Naval Air Warfare Center Weapons Division (Point Mugu and China Lake), the Naval Air Warfare Center Aircraft Division (Patuxent River), the Naval Undersea Warfare Center Division Newport, the Naval Undersea Warfare Center Division Keyport, the Pacific Missile Range Facility and the Naval Strike and Air Warfare Center. Air Force ranges include the 45th Space Wing, the 30th Space Wing, the Air Force Flight Test Center, the Air Warfare Center, the Air Armament Center, Arnold Engineering Development Center, Barry M. Goldwater Range, and Utah Test and Training Range. The RCC's only non-DoD member is the Department of Energy's National Nuclear Security Administration, Nevada Site Office.

2. The RCC Vision Statement and Internal Charter, which appear on the previous page, were approved by the RCC Commanders at the 83rd Range Commanders Council conference, 11 January 1996. Both emphasize the Range Commanders' commitment to assist the armed

services, OSD, and other U.S. government oversight bodies in all areas of mutual interest and benefit to the test, training, and operational ranges and facilities.

3. From its inception to the present, the RCC has remained outside formally established DoD structures. This has been one of the organization's strengths as it has allowed frank and open dialogue among the Range Commanders and the freedom to address a broad range of issues. The independence of the RCC and its positive impact on range operations is well recognized throughout DoD, other U.S. government agencies, industry, and institutions of higher learning. The advantages of informal assistance and guidance on common problems have been salient factors in the RCC's development of widely-accepted technical standards for the ranges. The RCC remains an effective consulting body to more formally-established military and civilian organizations.

## **ORGANIZATION**

1. The RCC is comprised of the Range Commanders, an Executive Committee (EC), Technical Representatives (Tech Reps), standing and ad hoc groups, and the Secretariat. The organizational structure of the RCC, as diagrammed in figure 1, is designed to permit maximum control by the Range Commanders, while providing for a flexible and efficient response to both long-range needs and quick-response situations.

2. The EC assists the Range Commanders by providing advice, by formulating and ensuring compliance with RCC policy, and by relieving them of the detail inherent in carrying out RCC business. As a general rule, unless exceptions are granted, the EC consists of one representative for each Range Commander. Each EC member may appoint one senior Technical Representative to advise and assist him/her in directing the efforts of the standing and ad hoc groups. (The role of the [Tech Reps](#) is described on page 7.)

3. The RCC standing groups are established by the Range Commanders and are the backbone of the organization. The majority of the work carried out by the RCC is performed by the standing groups.

4. Ad hoc groups and Blue Ribbon Panels are appointed by the EC to accomplish specific tasks within a defined period.

5. The RCC Secretariat provides administrative services to the RCC, and is the only full-time RCC element. The RCC Executive Secretary manages the operation of the Secretariat and serves as the RCC Executive Agent.

## RANGE COMMANDERS COUNCIL

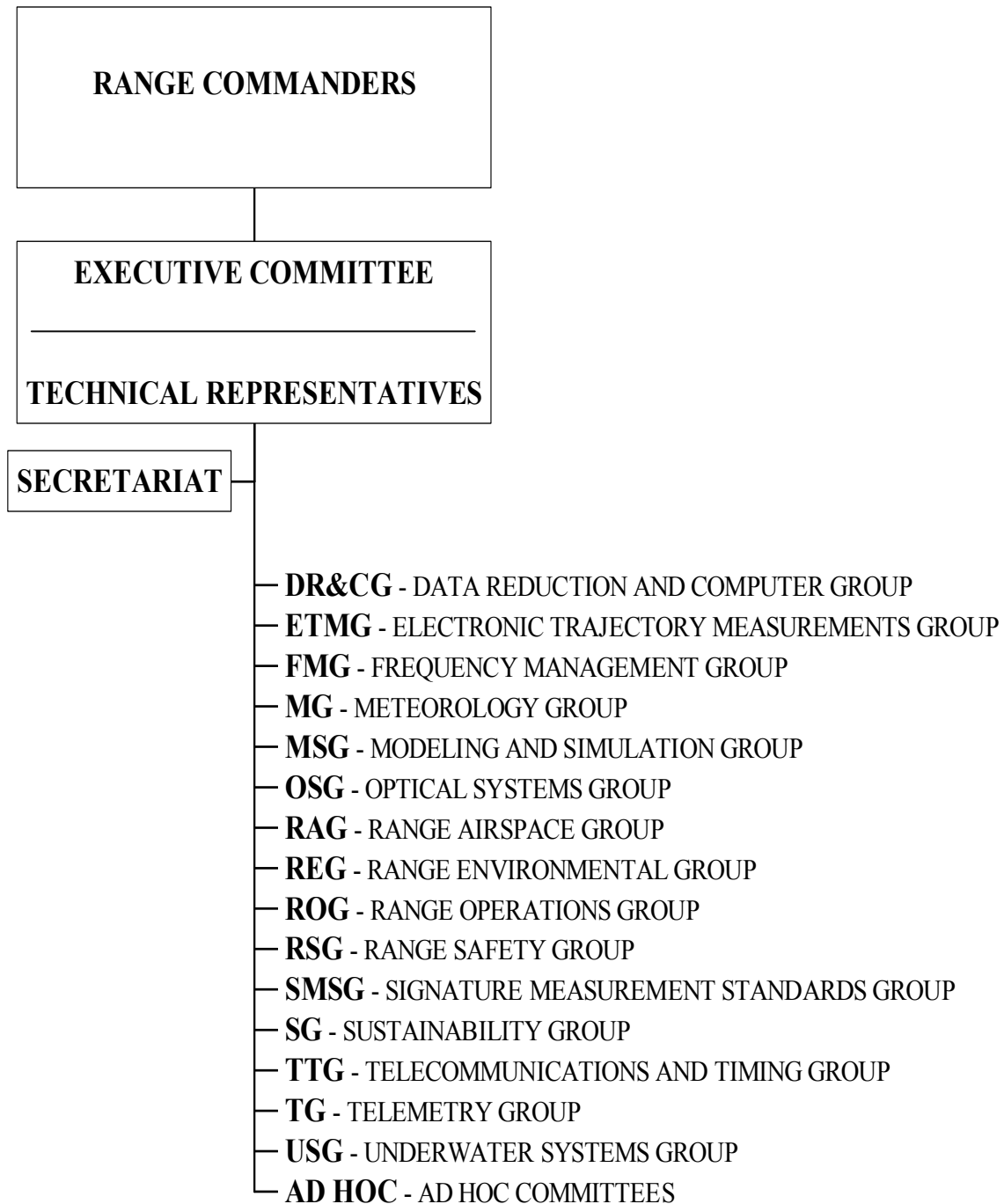


Figure 1. Organization Chart



## **RANGE COMMANDERS**

1. The Range Commanders meet twice a year, usually in February and August, immediately following the EC conference.
2. Conference host responsibilities are rotated among the member ranges, with conference dates and locations at the discretion of the host range.

## **RCC CHAIR**

1. The commander of the RCC member range hosting a Range Commanders' conference serves as RCC Chair until the following RCC conference takes place. At that time, the chair shifts to the current host commander.
2. The duties of the RCC Chair generally involve endorsing correspondence that has been approved by the Range Commanders and prepared for signature by the RCC Secretariat. Such correspondence is normally intended to alert higher authorities to potential or existing problem areas and issues that could adversely impact the test, training, or operational communities.
3. The RCC Chair also functions as the central point of contact on matters requiring the Range Commanders' attention that may occur between conferences. The RCC Chair is assisted in this regard by the RCC Executive Committee member representing the presiding chair's range.

## **RCC EXECUTIVE COMMITTEE**

1. The commander of each member range appoints one representative to the EC. The EC oversees the activities of the RCC standing and ad hoc groups and assists the Range Commanders in all RCC undertakings. The EC members are direct representatives of the Range Commanders and act with full authority in all matters pertaining to the RCC. The EC elects its own chair and vice chair, and both serve for a two-year period.
2. Members of the EC must be of the highest technical and managerial caliber with ready access to their commanders and upper-level managers.
3. The responsibilities of the EC include, but are not limited to
  - a. establishing and disseminating policies, directives, and procedures for the administration of all RCC elements;
  - b. establishing and fostering interranger dialogue to ensure the maximum effectiveness of the RCC as a tool to benefit the government's development and evaluation efforts;
  - c. assigning tasks, providing the resources necessary for their accomplishment; and

- d. finalizing the Range Commanders' conference agenda, which will be an action item at the EC conference immediately preceding each Range Commanders' conference. The EC Chair, assisted by the EC member representing the host commander, and the RCC Executive Secretary will prepare each agenda.
- 4. Each Executive Committee member, with one or more group chairs from his/her range, is responsible for monitoring the conference preparations of those groups to ensure that established conference criteria and cost curbing measures are being followed.
- 5. Each member of the Executive Committee has dual and complementary functions: to represent his commander in all matters concerning the RCC, and to represent the other elements of the RCC to that commander. In these capacities each EC member
  - a. appraises his/her commander of benefits derived from RCC participation;
  - b. serves as the "range contact" for the RCC;
  - c. commits resources on behalf of his/her commander to include, when necessary, the assignment or replacement of technical representatives or group members for that range; and
  - d. alerts his/her commander to major interranging situations that could impact national resources.
- 6. The EC meets twice a year with the RCC or at the call of the EC Chair to
  - a. preserve professional and personal contact;
  - b. exchange technical, operational, and management information;
  - c. provide guidance to group chairs and the Executive Secretary; and
  - d. make necessary decisions on task and membership developments.

### **EC CHAIR**

- 1. The EC Chair is a member in good standing of the RCC Executive Committee and is elected by majority vote of the EC, or by acclamation, to serve for two years. The office of EC Chair rotates by service in the following sequence: Army, Navy, Air Force, other U.S. government members (like DOE). As the sole range under "other U.S. government members", DOE's obligation to serve will occur once every six terms to avoid placing an unnecessary burden on DOE resources.

2. The duties and responsibilities of the EC Chair are many and varied. The EC Chair serves as principal spokesperson for the RCC and coordinates all RCC activities with the various RCC elements. In this regard, the EC Chair works closely with the RCC Executive Secretary to ensure lines of communication are maintained with all RCC elements and with those government agencies, offices, and boards associated with the RCC.
3. The EC Chair presides at all EC conferences, closely monitors preparations for these conferences and the Range Commanders' conferences, reviews and approves the agendas for each of these conferences, and serves as facilitator at these conferences.
4. At every RCC conference, the EC Chair, with assistance from the RCC Executive Secretary, presents a report on the activities and accomplishments of the RCC standing and ad hoc groups and briefs other items of importance to the Range Commanders.

### **EC VICE CHAIR AND TASKMASTER**

1. The EC Vice Chair is elected by the EC in the same manner as the EC Chair. Traditionally, the EC Vice Chair succeeds the EC Chair. The EC Vice Chair rotates in coordination with the EC Chair by service in the following sequence: Army, Navy, Air Force, other U.S. government members (like DOE). For example, if the EC Chair is from the Army then the EC Vice Chair is from the Navy.
2. The EC Vice Chair assumes the duties of the EC Chair when the chair is unable to carry out his/her responsibilities. If the EC Chair is not able to complete his/her term of office, the vice chair will occupy the office of EC Chair, and a new EC Vice Chair will be elected. Each will serve until the next regularly scheduled election of officers.
3. The EC Vice Chair also serves as the RCC Taskmaster. In this capacity, the EC Vice Chair oversees all matters relevant to RCC group, ad hoc group, and contractor-supported tasks. (See paragraph 2, page 16 for a more detailed description of the [Taskmaster's responsibilities](#).)

### **TECHNICAL REPRESENTATIVES**

1. The commander of each member range appoints one representative to the Tech Reps. The RCC Tech Reps support the RCC EC by providing technical leadership and integration and by ensuring communications across the standing and ad hoc groups. These representatives will meet with their counterparts from other ranges and with the RCC groups to
  - a. provide guidance and technical direction to the groups.
  - b. act as an advocate for assigned groups at Tech Rep conferences and elevate issues to the EC as appropriate.
  - c. act as range point of contact for group chairs to resolve issues on range representative participation in group activities.

- d. review and approve task proposals and monitor task progress.
- e. review task products and determine if they are acceptable for publication.
- f. assess the technical and operational effectiveness of the groups.
- g. make recommendations for realignment, consolidation, and/or establishment of groups.
- h. consolidate and summarize group activities, task performance, and related issues for the EC conference.
- i. assure the communication of broad operational or technical information of mutual interest.

2. The Tech Reps Chair and the Tech Rep from the EC conference host range will co-chair the Tech Reps/Group Chair session held in conjunction with the EC conference. The topics for each session will be determined by the EC, the Tech Reps, and the group chairs during the EC conference.

### **TECHNICAL REPRESENTATIVES CHAIR AND VICE CHAIR**

1. The Tech Reps Chair and Vice Chair are members in good standing of the RCC Tech Reps and are elected by majority vote of the Tech Reps, or by acclamation, to serve for two years. The offices of Tech Reps Chair and Vice Chair rotate in coordination with the EC Chair and Vice Chair by service in the following sequence: Army, Navy, Air Force, other U.S. government agency members (like DOE). For example, if the EC Chair is from the Army and the EC Vice Chair is from the Navy, the Tech Reps Chair would be selected from the Air Force representatives and the Vice Chair would be selected from other U.S. government members or the Army.

2. The Tech Reps Chair serves as principal spokesperson for the Tech Reps and coordinates activities of the Tech Reps group with the various RCC elements. The Tech Reps Chair works closely with the EC Chair and Vice Chair to review and coordinate activities of the RCC Groups and review RCC tasks. The Tech Reps Chair also presents the Group Activity highlights and Tech Reps Activity briefings to the EC.

3. The Tech Reps Chair presides at the Tech Reps and Tech Reps/Group Chair conferences that are held prior to the EC. The Tech Reps Chair closely monitors preparations for these conferences, reviews and approves the agendas for each of these conferences, and serves as facilitator at these conferences.

4. The Tech Reps Vice Chair accomplishes the Tech Reps Chair duties in the absence of the Tech Reps Chair.

## **STANDING GROUPS**

1. The RCC standing groups are the primary means of exchanging technical and operational information, and coordinating and standardizing systems, techniques, methods, and procedures among RCC participants. The groups also are the focal points for the development, procurement, and interchange of technical systems and equipment.
2. The RCC standing groups perform tasks as directed or approved by the EC. They also exchange information on common range technical and operational problems, recommend standards for instrumentation systems and equipment, and coordinate the development and procurement of systems and equipment. Additionally, the groups coordinate and integrate long-term research and development planning.
3. The members of these groups are selected for their expertise in the scientific and technological disciplines required to operate and manage a major test, training, or operational range.
4. The responsibilities of these groups include but are not limited to
  - a. joint planning, procuring, and evaluating instrumentation systems, equipment, and other range resources;
  - b. improving the knowledge and use of range resources and equipment;
  - c. developing and publishing standards for range resources;
  - d. developing improvements in equipment and techniques for ensuring range safety;
  - e. developing and updating range documentation systems;
  - f. developing and coordinating procedures for carrying out interranging operations;
  - g. studying range support requirements to identify future range needs;
  - h. exchanging information of mutual interest concerning management, operations, development, budget, and other areas as may be appropriate or directed.
5. The standing groups are the
  - a. Data Reduction and Computer Group

The Data Reduction and Computer Group (DR&CG) addresses the development, acquisition, implementation, operation, and management of data reduction and computer hardware, software, and systems, including all types of peripheral equipment associated

with computers. All areas of data reduction are of concern, particularly real-time and post-mission data reduction, analysis and computational techniques, as well as data conversion and database management systems. Types of data addressed are telemetry, metric, video, and film.

b. Electronic Trajectory Measurements Group

The Electronic Trajectory Measurements Group (ETMG) addresses all aspects of operation, maintenance and performance for instrumentation radars, electronic warfare systems, continuous wave systems, Global Positioning System (GPS) based instrumentation systems, multilateration systems, and scoring systems utilized on DoD test and training ranges. The ETMG ensure that calibration methods and accuracy verification processes are created and updated to ensure the accuracies of these systems can be measured, documented and certified. The ETMG promotes standardization in these systems including hardware, software, operation and maintenance to the maximum extent possible. The group actively supports joint procurements of these systems and/or their respective calibration tools to the extent allowed in the RCC Operations and Policy Document. Ancillary equipment such as transponders, inertial systems, infrared sensors, television, lasers, masers, nuclear devices, and computer systems required to enhance the capabilities and accuracies of these electronic measurement and warfare systems also come under the purview of this group. In addition, the ETMG responds to theoretical and applied problems of propagation involving the entire electromagnetic radiation spectrum, including the technical interchange of information relating to the enhancement of instrumentation performance and accuracy, and data utility by range user analysts. The ETMG is composed of three standing committees: the Radar Committee, the GPS Committee, and the Range Instrumentation Accuracy Committee, with ad hoc committees as required to accomplish tasks.

c. Frequency Management Group

The Frequency Management Group (FMG) works to recognize, confront and resolve radio frequency related issues that impact the ability of the test and training ranges to perform their missions. It brings together the required expertise to address, but is not limited to, the following issues

- (1) Regulating and Protecting Range Electromagnetic Spectrum Assets
- (2) Future Range Spectrum Requirements
- (3) Intra/Interrange Frequency Deconfliction/Scheduling
- (4) Frequency Monitoring/Interference Control/Direction-Finding  
Techniques/Resources

(5) DoD Electromagnetic Spectrum Loss/Encroachment

(6) Developing and Updating Range Spectrum Usage Documentation

d. Meteorology Group

The Meteorology Group (MG) seeks to improve the capability of range meteorological agencies to define the effects of astrophysical parameters on marine, missile, and space systems, and works to better the instrumentation and techniques used to measure and predict these effects. The MG mission includes the identification of present and projected range natural environmental support requirements, specification of error estimates of atmospheric data, and interchange of excess technical systems and equipment. Finally, the group works closely with other RCC groups to specify those atmospheric measurement systems, simulation techniques, and operational test procedures and standards that must be developed and acquired to maintain the ranges' capability for testing environment-sensitive systems.

e. Modeling and Simulation Group

The Modeling and Simulation Group (MSG) represents the interests and concerns of the RCC to the modeling and simulation (M&S) community. In addition, the MSG addresses the use of modeling and simulation by range users through information about M&SG facilities and capabilities available at RCC member ranges and through the development and coordination of M&S standards and recommended practices.

f. Optical Systems Group

The Optical Systems Group (OSG) is the RCC's Center of Expertise for optical imaging systems employed on Major Range and Test Facility Bases (MRTFBs), Tactical Training Ranges, and at National Laboratories. The OSG serves as a technical resource for the government's Test and Evaluation community. Key functions associated with this group include the acquisition, processing, post processing, analysis, archiving, and distribution of imagery from both engineering sequential and Time Space Position Information (TSPI) optical systems for missions on land, in the air, underwater, and in space. The focus on imaging within the OSG extends from the ultraviolet to the long wave infrared portion of the electromagnetic spectrum. The group provides a forum for its members to expand their knowledge base, initiate cooperative research projects, and improve individual mission performance via semi-annual technical interchange conferences, task assignments, and ad hoc committees. These conferences facilitate the evaluation of new imaging technology, the development of optics related standards, the identification of areas for tri-service standardization, the promotion of common range architectures and the engineering of technical solutions for optical problems.

g. Range Airspace Group

The Range Airspace Group (RAG) supports the Range Commanders Council in all areas pertaining to airspace, including the evolving airspace technologies and air traffic/mission control equipment. The RAG's goal is to support aircraft operations and other airspace uses within the testing and training environment with growth as needed for air, land, and space. The group reviews airspace issues and provides technical recommendations to ensure that potential land and airspace encroachments have minimum impact on the ranges' ability to meet current and future mission needs and requirements. This objective includes development of airspace standards, and policies and/or procedures, as needed. The RAG also assists other working groups with airspace processes, related encroachment issues, and issues that have a bearing on integrating air traffic or military radar unit (MRU) solutions within RCC airspace.

h. Range Environmental Group

The Range Environmental Group (REG) advises the RCC on matters pertaining to environmental stewardship. The REG provides information, recommendations, and coordination with respect to environmental issues and policies affecting RCC ranges. The REG also advocates, exchanges, and reviews new ideas regarding environmentally responsible testing and training.

i. Range Operations Group

The Range Operations Group (ROG) serves as the RCC focal point to address issues associated with operations and interoperability of test and training ranges. The ROG will exchange information of common interest, identify common operations policy and process issues, and develop and/or promulgate recommendations for common operating requirements, policies, or processes. Focus areas for the ROG include, but are not limited to, identifying and disseminating best practices, recommending policies and procedures to support programs that require interrange coordination, and fostering better communications between range operations personnel.

j. Range Safety Group

The Range Safety Group (RSG) supports, through standardization, development, and continuous improvement, the safe conduct of hazardous operations on the test, training, and operational ranges and related facilities. Hazardous operations include, but are not limited to, ordnance and expendable releases, directed energy and laser operations, missile flight, space launch and reentry, unmanned vehicle operation, gunfire, explosive use, and hazardous emissions.



k. Signature Measurement Standards Group

The Signature Measurement Standards Group (SMSG) is responsible for documenting signature measurement standards across the spectrum, and specifically in the following areas: radar, millimeterwave, infrared, laser, visible, ultraviolet, seismic, acoustic, and magnetic. Committees comprised of range experts in these areas have been formed to review, document, and recommend standards applicable to each of these specialties.

l. Sustainability Group

The Sustainability Group (SG) develops and maintains a proactive set of recommendations and best practices that address sustainability, encroachment, and community outreach issues affecting the test, training, and operational ranges. The SG researches, develops, and provides recommendations to ranges on best practices related to establishment of public awareness, outreach programs, and partnerships designed to inform and educate the public on range operations and mission needs.

m. Telecommunications and Timing Group

The Telecommunications and Timing Group (TTG) deals with range timing and synchronization systems; voice, data, and video transmission systems; and radio command control systems including those pertaining to flight termination. These major areas of interest include electronic systems such as GPS timing receivers, precision time and frequency sources, RF voice communications, microwave links, fiber optics transmission equipment, digital multiplexers, communications security equipment, LAN and WAN networks, digital compressed video codes, etc. The TTG is composed of two standing committees, the Timing Committee and the Communications and Data Transmission Committee, and ad hoc committees as required to accomplish tasks.

n. Telemetry Group

The Telemetry Group (TG) has responsibility for the equipment that facilitates the process of acquiring information, recording it, and delivering it to a remote processing station. This includes transducers, multiplexers, and signal conditioning, recording, and transmitting/receiving equipment. The overall goal of the TG is to foster interoperability of telemetry systems through common standards and procedures.

o. Underwater Systems Group

The Underwater Systems Group (USG) deals with technologies and systems, applied at undersea and land-based ranges and in-water test facilities. These technologies and systems include underwater tracking ranges, oceanographic and in-water environmental measurements, undersea data telemetry and communication, acoustic monitoring and measurements, magnetic and optical sensing, water surface impact location and scoring for missiles and other weapons, underwater explosion shock qualification and acoustic beacons and pingers. Furthermore, the USG explores, applies, and assists in the development of ocean engineering technologies, systems, and support equipment, as well as technologies and systems related to underwater recovery; underwater construction, stable ocean platforms, portable undersea ranges, buoyed instrumentation, and undersea cables and cable protection.

### **AD HOC GROUPS**

Ad hoc groups will be established by the Range Commanders or the EC to address short-term problems of concern to RCC member ranges.

### **BLUE RIBBON PANELS**

From time to time, when special assignments are warranted, the EC may propose the formation of a Blue Ribbon Panel (BRP) to address a critical issue or to provide assistance with a project that crosses service/agency lines. Generally such involvement is temporary and results in recommendations on best practices/policies and the selection of one or more RCC standing or ad hoc groups to assume the lead in a formalized task. Members of the BRP serve in an advisory capacity and are appointed by their respective EC members.

### **RCC MEMBER RANGES**

#### **1. Member Ranges**

Current RCC member ranges are listed on page 2 in the **ESTABLISHMENT** section of this document and are ranges with like technical and operational interests who have agreed to join together in a common purpose. Candidates for membership in the RCC should be U.S. government test, training, or operational ranges with a mission in the Research Development Test and Evaluation (RDT&E), Operational Test and Evaluation (OT&E), or training arenas. The key to securing RCC membership is identifying areas of mutually beneficial cooperation with other member ranges. All requests for membership will be addressed to the Secretariat, which will refer them to the EC. The EC will then prepare a recommendation on each applicant for the Range Commanders' consideration. The Range Commanders are the final decision authority on all requests for RCC membership.

## 2. RCC Member Range Duties and Responsibilities

- a. The appointed representatives of each member range automatically have full member status in any group within the RCC; however, it is not mandatory that each member range be represented on each group. A member range may select particular groups for affiliation and participation relative to their individual interests and capabilities. Each member range may appoint as many representatives as desired; however, one participant will be designated as the principal representative for each group.
- b. Participation in the RCC is extended to military, civil service, and contractor representatives of the member ranges. Members of the groups are appointed by each range's Tech Rep and approved by the EC member and are recognized as such when a letter of appointment or email is on file with the Secretariat.
- c. All participants in the RCC should be selected on the basis of their professional competence. An appointment to participate in the RCC is recognized as an officially assigned duty. Supervisors and all other appropriate levels of management should acknowledge the importance of the RCC and support full participation by their personnel who are selected to serve.
- d. It is incumbent upon each member range to program and budget the resources needed to fully participate in and support the activities of the RCC.

## **ASSOCIATE MEMBERS**

1. Associate Members are U.S. government agencies (other than member ranges) or agencies that are currently dedicated contractors working for the government, such as Sandia National Laboratory or Lawrence Livermore Laboratory, who have interests in common with the RCC and who have applied and been accepted for participation in RCC activities. Each representative of an associate member must possess technical knowledge of value and be willing to help solve problems within RCC areas of endeavor. Associate member agencies may appoint contractor personnel as their representative to an RCC group.
2. Agencies desiring such participation must first contact the appropriate group chair(s) by email or letter stating their reason(s) for applying. The applicant will then be invited by that group chair(s) to send a representative as a guest to a minimum of two conferences of the group(s) in which admission is sought. This requirement allows the group(s) ample time to observe the performance of the applicant associate member and make a decision on its suitability for associate membership. Associate membership approval for participation in one working group does not imply like membership in another group. Applications must be processed separately for each group in which associate membership is desired. The respective group chair(s) will notify the Secretariat by email of the group's decision to accept the application for associate membership and will provide the necessary directory information for appointed representatives.

3. An associate member is not eligible for membership on the EC or the Tech Reps.
4. An associate member may be dropped from associate membership by the group affected for failure to attend conferences regularly, for lack of contribution to the objectives of the group, or upon termination of its governmental affiliation.
5. Associate member representatives are eligible to hold the offices of group chair and vice chair, with the prior approval of the EC, and are permitted to vote in the elections for these offices.

## **CONTRACTOR PARTICIPATION AT GROUP CONFERENCES**

### 1. Contractor Categories

- a. Support Contractor. Support contractors are those currently under contract to an RCC member or associate member range and are authorized to participate in RCC groups by their respective sponsoring ranges. Such contractors may be appointed as full member representatives with all privileges, or they may be assigned as members of task committees. Task committee members may attend all sessions of the group conferences, but are usually dropped from participation once the task has been completed.
- b. For-Profit Contractor (Vendor). Vendors may be invited to attend an RCC group conference only to present information relevant to the business of the group. Sales pitches are not permitted. Vendors are allowed to remain in the conference room during their presentations only. This precautionary measure assures that vendors are not privy to range reports or group discussions that contain proprietary or otherwise sensitive information. Special care should be taken by all groups to ensure that copies of range reports and program information are not indiscriminately distributed.

### 2. Invitations

All vendor invitees must be sponsored by current group members. The sponsoring member is responsible for assuring the vendor presentation is informational in nature and not a marketing tool. Advance approval for the presentation must be requested from the group chair, and vendors must be informed in advance of RCC policy regarding their attendance at group conferences.

### 3. Minutes, Range Reports, and Attendee Lists

- a. Individuals attending RCC group conferences who are not range members or associate members are not authorized access to the conference minutes, range reports, or attendee lists. Group chairs may approve exceptions for U.S. government guests on a case-by-case basis.

- b. Copies of presentations made at a group conference may be provided separately from the minutes with the approval of the group chair and the presenter.

## **PARTICIPATION BY GUESTS AND FOREIGN NATIONALS**

1. Guests at Range Commanders', EC, or group conferences may be consultants for or representatives of U.S. government organizations, industries, or universities whose technical knowledge will assist or contribute to the interests of the host group. Guests at standing group conferences may be invited by a group member or associate member representative provided prior approval of the group chair is obtained. In addition, guests may be invited to serve on ad hoc groups or committees. Guests at Range Commanders' and EC conferences must receive prior approval from the host commander, the EC Chair, or the RCC Executive Secretary. When necessary, the Secretariat will prepare guest invitations to these conferences and sign and dispatch them or, when more appropriate, forward them to the RCC or EC Chair for signature and dispatch.
2. The RCC makes no provisions for participation by foreign nationals. However, foreign nationals may attend group conferences as guests provided such attendance is approved in advance by the appropriate group chair and the conference host, and all relevant security considerations have been satisfied. Attendance by foreign nationals at group conferences will be announced at the opening session and will be reported in the conference minutes and in the group chair's semiannual report to the EC.

## **ELIGIBILITY TO HOLD OFFICE**

All member and associate member representatives in good standing, including range support contractor personnel, are eligible to hold the offices of standing group or ad hoc group chair and vice chair. Nominations of associate member representatives and range support contractors, however, must be approved in advance by the EC.

## **PROGRAMS AND TASKS**

1. Scope
  - a. Group efforts are expended on programs and tasks. Programs address large areas of concern to the groups; information is continually exchanged, and work is accomplished. Tasks meet one or more of the following criteria
    - (1) a definite product is planned on an approved time schedule,
    - (2) a significant amount of additional resources is required, and/or
    - (3) a sensitive or controversial subject is involved.

- b. Tasks may originate with a standing group, ad hoc group, the EC, or with the Range Commanders. All task proposals will be submitted to the Secretariat, which will forward them to the Taskmaster and Tech Reps for review and approval. (See [Annex A](#), for the task proposal guidelines and format.)
- c. Group activities not meeting the above criteria for formalization as tasks will be highlighted by the group chairs in their semiannual reports to the EC. Those activities considered to be of significant interest will, in turn, be identified by the EC Chair in his reports to the Range Commanders.

## 2. Responsibilities

### a. Taskmaster

- (1) The Taskmaster oversees all task activities. The EC Vice Chair serves as the Taskmaster. The Taskmaster coordinates the reviews of all tasks, current and proposed, by the Tech Reps and works with the Tech Rep Chair to update the Group Activity Highlights Report to the Executive Committee.
- (2) Makes recommendations to the Tech Reps and EC on all aspects of RCC tasks including the participation required from standing groups, ad hoc committees, member ranges, associate members and agencies, and industry; funding sources; documentation and report requirements; and the most efficient utilization of personnel.
- (3) Initiates or recommends any other pertinent actions deemed necessary to assure proper task assignment and timely completion.
- (4) Initiates the review of task products by the Tech Reps, works with the group chairs to resolve conflicts, and notifies the Secretariat of the Tech Rep decision.

### b. Technical Representatives

The Tech Reps review all completed task products to determine if the task objectives are satisfied. Based on the recommendations provided by the Taskmaster and their analysis of the documents, the Tech Reps determine whether such task products qualify as standards. The Tech Reps also work with the Taskmaster to review the status of all tasks, current and proposed, and make recommendations to the Taskmaster and EC regarding whether tasks should be initiated, revised, reassigned, extended, or closed.

### c. Group Chairs

- (1) When a standing or ad hoc group has been assigned an approved task, the appropriate group chair is responsible for assuring that all elements of the RCC and associate agencies that may have a need to be involved are given the opportunity to participate.

If more than one group is involved in accomplishing a task, the Technical Representatives designate a lead group whose chair will be responsible for coordination. The lead group is also responsible for reporting the task status in the Group Report.

- (2) Omnibus tasks have reporting requirements in addition to the Group Report. The responsible group chair, in conjunction with the task lead, will report monthly to the RCC Omnibus Manager on contractor performance and funding obligated for each month's work.
- (3) The group chair will coordinate all changes to group tasks with the Taskmaster.

(a) Extension of a Completion Date

- (i) If an assigned task cannot be completed by the recorded completion date, the lead group will submit an electronic request for an extension to the Secretariat citing the reason for the delay and identifying the new completion date. The Secretariat is authorized to grant up to three extensions of six months or less, with the exception of Omnibus tasks, and will coordinate all extensions with the Taskmaster. Any extension requests exceeding the six-month limit will be forwarded to the Taskmaster for action. Tasks that have been extended four or more times will be submitted to the Tech Reps for their review and direction. All approved extensions will be reported back to the lead group and the task database will be updated to reflect the new completion date.
- (ii) Extensions on Omnibus tasks cannot be approved by the Secretariat. All Omnibus tasks are required to have a deliverable product for each allocation of funds. The lead group will submit an electronic request with a detailed justification for the delay to the Secretariat which will forward the request to the Taskmaster, Technical Representatives, and RCC Omnibus Manager. The Technical Representatives then review the proposed changes and send their comments or suggestions for improvements to the Taskmaster. The Taskmaster works with the lead group and RCC Omnibus Manager to resolve any conflicts and notifies the Secretariat of the final outcome.

(b) Changing an Existing Task

- (i) The scope or end product of an assigned task cannot be changed without the approval of the Taskmaster and Tech Reps. Such requests should be sent electronically to the Secretariat, which will forward them to the Taskmaster and Tech Reps for review and approval. The Tech Reps then review the original task assignment and the proposed task changes and send their comments or suggestions to the Taskmaster. The Taskmaster resolves any conflicts and notifies the RCC Secretariat to inform the appropriate group chair of the final decision.

- (ii) All requests to change the SOW on an approved Omnibus task will be coordinated through the Taskmaster, Tech Reps and the RCC Omnibus Manager. Changing the Statement of Work (SOW) on an approved Omnibus task is not authorized without the approval of the sponsor.

(c) Processing Task Products

- (i) Documents and Reports - Upon completion and approval of a task by the group responsible, the group chair will forward a copy of the task product, usually a report or document, to the Secretariat. Electronic distribution (email) or disk is preferred. A cover letter describing the coordination that has been accomplished and the distribution that is recommended should accompany each final document. As in the case of task proposals, the Secretariat will provide copies of all task products to the Taskmaster. The Taskmaster will contact the group chair when a task product is not approved and recommend changes and corrections. After the necessary modifications have been made, the task product is again submitted to the Secretariat, which will forward it to the Taskmaster for final review and approval. The date that the publication, or other task product, is approved by the Taskmaster is the task completion date. After approval from the Taskmaster, the Secretariat will forward an OPSEC review letter with the document number, title, and appropriate distribution statement to the Group Chair for signature. These letters are required on all task products and are retained in the RCC archives.

(ii) Standards Documents

- The group chair forwards the final version of the approved draft to the Secretariat, via email or on disk, for final coordination.
- The Secretariat then distributes copies of the draft standard to the Taskmaster and Tech Reps for comments. The Secretariat also distributes copies to all group chairs except the preparing group chair. Group chairs should provide any objections or comments to their respective Tech Reps.
- The Tech Reps, in turn, send their comments electronically to the Taskmaster.
- If approved, or approved with minor modifications, the Taskmaster forwards the final draft to the Secretariat for editing and publication.
- If not approved, the Taskmaster returns the draft to the Secretariat with guidance for the group. The Secretariat forwards the Taskmaster's comments to the group chair who complies with the guidance received and repeats the process described above.



- The date that the Taskmaster approves the finalized standard and authorizes the Secretariat to prepare it for publication is the official task completion date.

d. Secretariat

All task information intended for the Taskmaster and the Tech Reps, including task proposals, task statements, status reports with enclosures, and task products will be sent directly to the Secretariat via email ([rcc@wsmr.army.mil](mailto:rcc@wsmr.army.mil)) or in disk format. The Secretariat will forward such materials to the Taskmaster and Tech Reps for action.

### **THE RCC ON THE INTERNET**

1. Two versions of the RCC Homepage, a public access page and a restricted access (private) page, now reside on the Joint Information for Systems Technology, Test, Training (JIST3) network. The RCC website policy is at [Annex B](#).
2. The public access RCC page on JIST3 (<http://jcs.mil/RCC/index.htm>) contains a list of all RCC publications suitable for general distribution, a number of on-line documents (general distribution only), a list of member ranges, the RCC internal charter and mission statements, and other information pertinent to the RCC. Since this is a public domain page, no access authorization or JIST3 account is needed.
3. The restricted access RCC page on JIST3 (<http://jcs.mil/jist3>) is password protected. For information on gaining access to this private page, contact the RCC Secretariat at 505.678.1107 (DSN 258) or via email: [rcc@wsmr.army.mil](mailto:rcc@wsmr.army.mil). Included on this page are links to the RCC member ranges and their commanders, the RCC Membership Directory, RCC documents (including restricted distribution documents), minutes of all RCC affiliated conferences, future conference dates and sites, and all of the information contained on the RCC public page. In addition, repositories for the exclusive use of each RCC standing and ad hoc group are provided on the private page.

### **RCC DOCUMENTS**

1. RCC documents include standards, technical data, test procedures, operational procedures, guides, catalogs, glossaries, specifications, and the Universal Documentation System. A document may originate in a group as the result of an assigned task. At the completion of such a task, the proposed document is processed by the group as described under Programs and Tasks. A draft, following final approval, is sent to the Secretariat for editing, numbering, printing, and initial distribution. Revising RCC documents is the responsibility of the originating group. Extra copies on CD-ROM will be retained at the Secretariat to fill requests by RCC members and other government agencies. Whenever feasible, RCC documents will be distributed electronically and will be available on the RCC public and/or private web sites.

*NOTE: A standard is defined as a document established by consensus and approved by a recognized body, that provides for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards should be based on the consolidated results of science, technology, and experience, and aimed at the promotion of optimum community benefits. (ISO/IEC Guide 2:1996, definition 3.2)*

2. A contractor may obtain RCC documents from the Secretariat when the publications are required to respond to a government contract or Request for Proposal. In any event, such requests must be accompanied by a current government contract number, an RFP number or a solicitation number, or be made by a government contracting officer. Those contractors who do not have an active government contract will be referred to the Defense Technical Information Center for assistance in obtaining RCC publications.

### **RCC MEMBERSHIP DATA BASE AND DIRECTORY**

1. A database of RCC membership information containing the names, addresses, telephone numbers, and email addresses of all RCC member and associate member representatives will be maintained by the Secretariat. Changes in membership information will be reported to the Secretariat promptly so that this database remains accurate and reliable.

2. An online version of the RCC Membership Directory, which contains information extracted from the RCC membership database, is available on the RCC private page.

### **MINUTES**

1. The minutes of RCC conferences are official records and will be marked FOR OFFICIAL USE ONLY. Minutes will be sufficiently comprehensive to ensure continuity. It is important that the group chairs review each set of their group's minutes to assure they are complete, business-like, and free of extraneous material. An approved outline for minutes is at [Annex C](#).

2. All material for inclusion in minutes should be forwarded to the Secretariat in electronic format (disk or email) using MS Word and PowerPoint. Formats must be compatible with IBM PC or similarly configured platforms. A *Times New Roman* font (12 point) will be used in producing all draft text. Text will be single spaced, with margins set to accommodate 8 1/2- x 11-inch paper. Attachments must also be submitted in electronic format. In the event that hardcopy is submitted, it must be first quality so all pages can be readily scanned. The Secretariat will post the minutes (without presentations) on the group web page, under the RCC restricted site. All presentation material will be posted on the group web page by the group webmaster. Electronic copies of all presentation material will be provided to the Secretariat for inclusion in the RCC archives.

3. Each set of minutes will be prepared for publication by the Secretariat in the sequence received, regardless of conference dates. Therefore, minutes should be submitted to the

Secretariat no later than 45 calendar days after each conference. It is established RCC policy that future conferences will be automatically postponed until the minutes of the preceding conference are submitted, published, and distributed.

4. All conference presenters should be advised by the group chairs in their pre-conference announcements to provide copies of their briefings for all attendees and an abstract or summary for use in the minutes. All charts, graphs, and like material should be in PowerPoint for ease of transmitting electronically.

5. Minutes are privileged documents for use only within the RCC; consequently, distribution external to the RCC is prohibited. Should a valid need arise, Range Commanders, EC members, and group chairs may, on a one-time basis, authorize the release of a particular set of minutes, or portions thereof, to an external government agency. Similarly, the Range Commanders, EC members, and group chairs may release non-sensitive extracts of their minutes to non-government agencies as needs arise.

### **CORRESPONDENCE**

1. Direct correspondence is authorized and encouraged for the conduct of RCC business. Because one of the objectives of the RCC is to facilitate the exchange of information among its members, it is recognized that this goal cannot be achieved without assuming a need to know. Groups may also communicate directly with commercial and academic agencies, identifying themselves with their respective groups rather than their parent ranges. All members are cautioned to avoid any commitments that may be construed as obligating the government or may be interpreted as favoritism toward any private contractor or consultant. Such contacts will be for information purposes only and will at all times be represented as such. All classified material must be handled and transmitted in accordance with existing security regulations.

2. With the exception of invitations to future conferences, correspondence originating within the RCC and directed to an agency of higher authority will be prepared for the approval and signature of the current RCC or EC Chair.

3. Other correspondence to outside agencies will be signed by the EC Chair, group chair, or the RCC Executive Secretary, as appropriate.

4. Use of RCC stationery will be restricted to persons requiring it because of their position; that is, an officer, committee chair, or project officer. Signature blocks on RCC stationery will reflect the signer's RCC position.

### **GROUP REPORT AND BRIEFING REQUIREMENTS**

1. Each group chair will submit a progress report electronically to the Secretariat no later than 21 days prior to each Tech Reps conference. This report will contain information on significant activities transpiring since the last report, the status of current tasks, associate membership changes, cost savings accrued during the report period, any problem areas needing EC attention,

and proposed conference dates, sites, and sponsors (see annex D for the group report format). The group reports will be placed on the RCC private page as read-aheads for the Tech Reps at least 15 working days prior to every Tech Rep conference. A template for use in preparing group reports, which includes the format for the task status update, is available on the RCC Homepage or by contacting the Secretariat.

2. Group chairs who fail to meet the deadline for submitting their reports must inform the Tech Rep Chair and the Secretariat electronically of any associate membership changes and the status of all active tasks no later than five working days prior to the approaching Tech Rep/Group Chair conference. In addition, these chairs or their representatives must bring a disk version of their report to the conference.

3. The Technical Representatives will review the group reports and extract information for a consolidated Group Activity Highlights Report. The Tech Rep Chair will present the Group Activity Highlights report to the EC at their conference. The EC members will also be able to access the individual group reports on the RCC private page.

4. All briefing charts and other graphic materials presented at EC and RCC conferences will be on disk in PowerPoint, for use with IBM PC compatible platforms. Electronic copies of all briefings will be forwarded to the Secretariat 14 days prior to each conference, along with a summary of the topics presented for use in compiling the conference minutes.

## **SECURITY**

Discussion and disposition of classified material at a conference must be coordinated beforehand with the chair or host so that adequate preparations can be made. Applicable service regulations will be followed at all times to ensure that classified or sensitive information is protected.

## **SECRETARIAT**

The office of the RCC Secretariat is located at White Sands Missile Range (WSMR), NM. It is service (Army) and contractor staffed and funded through the member ranges as follows: all member ranges are assessed an equal amount annually to defray all the operating expenses of the Secretariat including salaries. The full-time Secretariat staff is comprised of the RCC Executive Secretary, a management support assistant, a technical publications editor-writer, and word processing personnel who provide administrative services to all RCC elements. The office is responsible for preparing, reviewing, editing, processing, printing, and distributing minutes and documents, and maintaining the historical records of the RCC. Secretariat personnel record and update the task status for the Taskmaster and assist in the preparation of the task briefings for presentation at the EC and RCC conferences. Membership records and a directory of current personnel assignments within the RCC of both member and associate member representatives are maintained, and membership applications are processed by the Secretariat. In addition, Secretariat personnel are responsible for maintaining the RCC Homepage on JIST<sup>3</sup> and for ensuring its health and welfare. The Secretariat's email address is [rcc@wsmr.army.mil](mailto:rcc@wsmr.army.mil).

## Annex A

### TASK PROPOSAL GUIDELINES AND FORMAT

#### 1. GENERAL

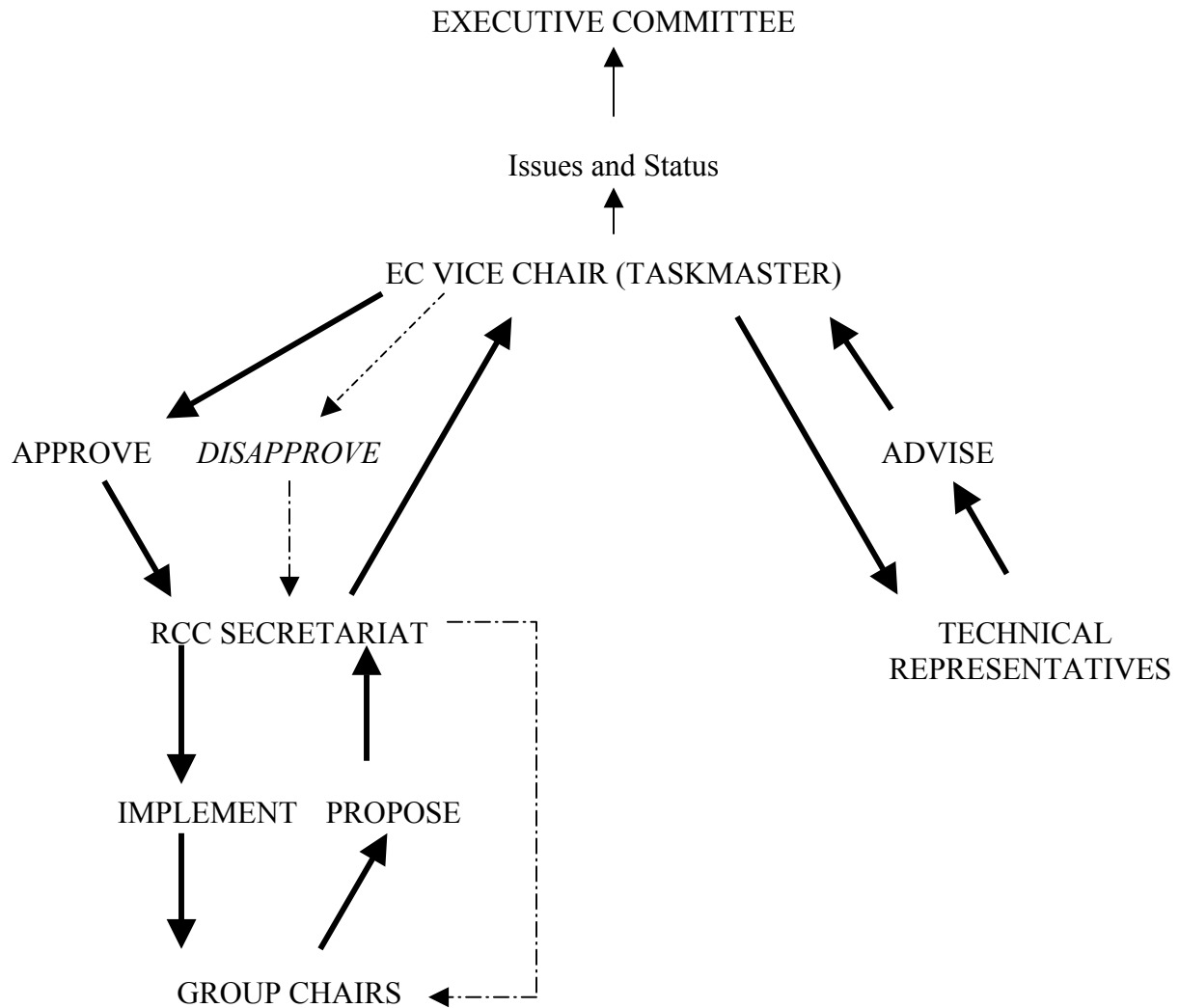
- a. The form is designed to accommodate funded (Omnibus) and unfunded (in-house) task proposals and feedback from the Taskmaster on the approval/disapproval of each proposal. Task proposals should contain enough information to allow an independent review by the Taskmaster and Technical Representatives. The task approval process flowchart is enclosure 1 to this annex.
- b. Task proposals can be submitted at any time for review. However, all task proposals approved for funding will be held in a “Pending” status until June when they will be submitted to the sponsor for funding consideration in the next fiscal year. Pending tasks may also be accomplished through end-of-year funding, if available.
- c. All task proposals will be submitted on the proposal form (enclosure 2 to this annex) to the RCC Secretariat via email to [rcc@wsmr.army.mil](mailto:rcc@wsmr.army.mil). The proposal form will be used for all tasks whether they are contractor supported or worked in-house by the group members. Each accompanying email must be sent by the respective group chair and include a statement verifying that the task proposal has been reviewed and accepted by the group’s membership. The email will be forwarded with the proposal to the Taskmaster.

#### 2. TASK PROPOSAL FORM

- a. Identify whether the task requires funding and contractor support. Identify the funding source (i.e., Omnibus, range supported, or other). For funding sources other than Omnibus, provide details in the Section B, Comments.
- b. Section A (Required for all tasks)
  - (1) Title – Self-Explanatory
  - (2) Scope and Specific Objectives – State the reasons the task is proposed and how the task will benefit the test and training ranges. Identify the end product (i.e., RCC standard, guidelines, document, technical report, database etc.).
  - (3) Utility of End Project – Describe what the end product will be used for and who will use it.
  - (4) Resources Required – Identify any additional resources (manpower, TDY) that may be required to complete the task.
  - (5) Additional Coordination Required – Identify coordination with or review by other RCC groups or organizations outside the RCC.
  - (6) Life Cycle Support Required – If the task product will require regular, routine life cycle maintenance, a Life Cycle Support Plan must be attached to the proposal. The plan must include an estimated support cost, a projected maintenance schedule, and it must identify who will be responsible for performing the maintenance (i.e., contractor or group members).

- (7) Milestones – For unfunded tasks indicate the actual date (month/year) that the group will begin task work and the completion date for expected delivery of task product to the Secretariat. For funded tasks, see Section B, line 5.
  - (8) Assigned Task Lead – Provide the name, phone number, and organization of the individual who will be the point of contact for the task. The task lead is responsible for coordinating the Statement of Work, the quarterly progress reports, and task status reports as required by the sponsor and the RCC Tech Reps.
  - (9) Comments – Identify any regulatory or legislative initiatives that are driving the task.
  - (10) Reporting Requirements – The status of unfunded tasks must be reported in the biannual Group Chair report prior to each Executive Committee conference. Problem areas should be reported as soon as they are known.
- c. **Section B** (Mandatory for all tasks requiring funding and contractor support.)
- (1) Total Cost Estimate – Show estimate for contractor support only. Funds supporting RCC tasks are not secured to support government or group member's travel or salaries.
  - (2) Contractor Assignment – Identify a recommended contractor who can provide the services required.
  - (3) CTEIP Project Relevant – Is the task objective related to an existing CTEIP project? If so, provide the program name and describe how the task can be tied to it.
  - (4) Approach – How is the contractor expected to carry out the task? List any surveys or data calls that might be conducted.
  - (5) Milestones – Show projected milestones, in months, after receipt of funding.
    - a) Contract award date –
    - b) Actual start date –
    - c) Completion date –
  - (6) Comments – Identify the impact if funding is not approved. For funding sources other than Omnibus, provide details on the funding source including a point of contact.
  - (7) Reporting Requirements – In addition to the status report in the semiannual Group Chair report, funded tasks carry additional requirements for reports to the RCC Omnibus Manager. A report on the receipt of funds and award of contract is mandatory with monthly status reports due to the RCC Omnibus Manager until the task is completed and the task product is approved by the Tech Reps.
- d. **Section C** For Secretariat and Taskmaster Use
- (1) Secretariat - Responsible for recording the date the proposal was received via email and the name of the group chair submitting the proposal. The Secretariat will forward the task proposal to the Taskmaster and Tech Reps for consideration.
  - (2) Taskmaster – Responsible for consolidating the Tech Reps' approval/disapproval of all task proposals and providing feedback to the Secretariat on the reasons for each decision.
  - (3) Secretariat – Responsible for informing the group chair of the approval/disapproval decision. If approved, the Secretariat will assign a task number and return the task form to the group chair and task lead. If disapproved, the Secretariat will return the form to the group chair for action as directed by the Taskmaster.

**TASK APPROVAL PROCESS**



## **TASK PROPOSAL**

From: (Insert Group Name)

\_\_\_\_ Funding and contractor support are not required. (Complete Section A only)

\_\_\_\_ Funding and contractor support are required. (Complete Sections A and B)  
\_\_\_\_ Omnibus    \_\_\_\_ Range Sponsored    \_\_\_\_ Other (Explain in Comments)

### **SECTION A**

1. **TITLE** –
2. **SCOPE AND SPECIFIC OBJECTIVES** –
3. **UTILITY OF END PRODUCT** –
4. **RESOURCES REQUIRED** –
5. **ADDITIONAL COORDINATION REQUIRED** –
6. **LIFE CYCLE SUPPORT REQUIRED**    \_\_\_\_ YES \_\_\_\_ NO  
(If yes, a Life Cycle Support Plan must be attached to the proposal.)
7. **MILESTONES** – (Unfunded tasks. For funded requirements, see Section B, line 5)
  - a. Actual Start Date –
  - b. Completion Date (submittal to Secretariat)
8. **ASSIGNED TASK LEAD**
  - a. Name –
  - b. Organization –
  - c. Phone number –
9. **COMMENTS** –
9. **REPORTING REQUIREMENTS** - Submittal of this task proposal acknowledges the requirement to submit a progress report to the RCC Technical Representatives in the semiannual Group Chair Report.



**SECTION B** (Mandatory for all tasks requiring funding and contractor support)

1. **TOTAL COST ESTIMATE** –
2. **CONTRACTOR ASSIGNMENT** –
3. **CTEIP PROJECT RELEVANT?** \_\_\_\_YES \_\_\_\_NO  
If Yes – Provide name of CTEIP Project
4. **APPROACH** –
5. **MILESTONES**
  - a. Contract Award Date -
  - b. Actual Start Date -
  - c. Completion Date –
6. **COMMENTS** –
7. **REPORTING REQUIREMENTS** – Submittal of this proposal for funding and contractor support acknowledges the following special reporting requirements
  - a. Initial report on receipt of funds and contract award to the RCC Omnibus Manager.
  - b. Monthly progress reports RCC Omnibus Manager until the task is completed and accepted as a task product by the Tech Reps.

**SECTION C** (For Secretariat and Taskmaster use only)

1. **Secretariat**
  - a. Task proposal received via email on (insert date) from (insert Group Chair's name).
  - b. Proposal forwarded to Taskmaster/Tech Reps on (insert date). Suspense date (insert date).
2. **Taskmaster**
  - a. Task proposal (approved/disapproved) on (insert date).
  - b. Reason for approval/disapproval (insert criteria used by Tech Reps). If applicable, indicate action to be taken by group (i.e., rewrite of proposal, expanding the scope of an existing task)
3. **Secretariat**
  - a. Approved Task
    - (1) Assigned task number (insert task number).
    - (2) Returned to group chair on (insert date)
  - b. Disapproved Task
    - (1) Returned to group chair on (insert date)
    - (2) Action to be taken by group

## ANNEX B

### RANGE COMMANDERS COUNCIL (RCC) WEBSITE POLICY

1. PURPOSE: The purpose of this policy is to establish access controls for the RCC private website and to familiarize users with the public and private website capabilities located on the Joint Information for Systems Technology, Test and Training (JIST<sup>3</sup>) network.
2. SCOPE: This policy applies to all Secretariat personnel, RCC member and associate member representatives, and approved special access users.
3. RESPONSIBILITIES:
  - a. Secretariat personnel are responsible for providing copies of this policy to all newly appointed member and associate member representatives and to any individuals who have been approved for special access to the private website.
  - b. RCC member and associate member representatives and special access users are responsible for protecting the private website and the restricted documents and minutes that reside there.
  - c. JIST3 administrators are responsible for verifying that individuals who request access to the private RCC website are listed in the RCC directory or have been authorized access by the Secretariat.
4. SITE DESIGNATIONS:
  - a. Private RCC. The private website contains information that is subject to the Privacy Act or proprietary to the RCC or DoD contractors. The RCC Membership Directory, group meeting minutes, and restricted access documents/special reports reside on this site. Enclosure 1 is a navigation guide for the private website.
  - b. Public RCC. The public website contains information which has been approved for public release. All RCC documents which are designated *Distribution A: Approved for Public Release; Distribution is Unlimited* may be downloaded from this site. Enclosure 2 is the navigation guide for the public website.
5. ACCESS RESTRICTIONS:
  - a. Private RCC. All appointed member and associate member representatives are automatically authorized access to the private website. Contractor employees who have been appointed by an RCC member or associate member range/facility are also authorized access to the private website. Access is withdrawn when the individual is removed as a representative. Individuals who are not appointed representatives may be granted special authority to access the private site (see paragraph 5c).

- b. Public RCC. No restrictions are placed on access to this site. To access the public page, go to <http://jcs.mil/RCC/index.htm>.
- c. Special Access. Individuals who are not appointed representatives may be granted access to the private site under certain criteria

(1) RCC Commanders, Executive Committee members, Technical Representatives, or group chairs may sponsor individuals for access to the private site by sending an email to the Secretariat. Group representatives who are interested in sponsoring an individual must coordinate the request with their respective group chairs.

(2) OSD and other U.S. government personnel who are supporting RCC initiatives and request access will be considered on a case-by-case basis. Access may be requested by sending an email to the Secretariat.

## 6. REGISTRATION AND LOGIN PROCEDURES:

- a. Registration. Enter the JIST<sup>3</sup> Homepage at <http://jcs.mil/>. In the bottom right corner, select *Register for a JIST<sup>3</sup> Account*. Complete all required fields. For member range representatives, your range's RCC Technical Representative should be listed as your sponsor. The group chair is the sponsor for associate members. Other individuals will receive instructions from the Secretariat. In the *Comments* section include the following statement: "*Need paxRCC access.*" Submit the online registration form. The JIST<sup>3</sup> administrators will contact you to complete the registration process and assign a password.

- b. Login.

(1) Private Website: Go to <http://jcs.mil/>; select *Private Home (Login)*. When the dialog box appears, insert your JIST<sup>3</sup> userid and password. After you have logged in, go down to JIST<sup>3</sup> APPLICATION PORTALS and select RCC to open the private website.

(2) Public Website: For direct access, go to <http://jcs.mil/RCC/index.htm>. It can also be reached from the JIST<sup>3</sup> Homepage (<http://jcs.mil/>), by selecting *Public Home*. If you use the *Public Home* link, go to JIST<sup>3</sup> TECHNOLOGY FOCAL POINTS and select Range Commanders Council (RCC).

## 7. POINTS OF CONTACT:

- a. Secretariat – The RCC Secretariat is located at White Sands Missile Range, NM and can be reached by telephone (505) 678-1107 (DSN 258-1107) or email at [rcc@wsmr.army.mil](mailto:rcc@wsmr.army.mil).
- b. JIST<sup>3</sup> - The system resides at Patuxent River, MD. Administrators can be reached at (301) 342-7501 or by email at [tecadmin@jcs.mil](mailto:tecadmin@jcs.mil).

## **NAVIGATING THE RCC PRIVATE WEBSITE**

### **❑ RCC HOMEPAGE**

- What's New – Contains information on upcoming Commanders and Executive Committee meetings along with links to immediate past meetings of the Commanders and Executive Committee. Also contains list of new and obsolete documents.

### **❑ MEMBER RANGES**

- Map: Clicking on a star will open that range's homepage. You must close the window to return to the RCC Member Ranges page.
- Service Logo: Clicking on the Service logo will display the RCC member ranges and their Commanders' names.

### **❑ INTRODUCTION - History, Mission, Vision, Scope and Charter**

### **❑ ORGANIZATION**

- Range Commanders - Minutes and briefings from past Commanders' meetings are located here. Also, information on future meetings will be posted as it becomes available.
- Executive Committee - Minutes and briefings from past Executive Committee meetings are located here. Also, information on future meetings will be posted as it becomes available.
- Technical Representatives - Displays description of duties/mission of the Technical Representatives.
- Secretariat - Displays description of the Secretariat's duties/mission and list of Secretariat staff.
- Participation - Displays RCC policy on participation in group meetings and RCC Groups
- Group Acronym button - Opens private group page
- Group Name - Displays description/mission statement of group activities

### **❑ RCC GROUPS - Opens to Organization page and group page buttons**

### **❑ GROUP TASKS - Opens to a summary of active group tasks**

### **❑ MEETING SCHEDULE – Shows scheduled meetings dates for all RCC groups**

### **❑ LINKS - Links to other sites of interest to RCC members**

### **❑ RCC DIRECTORY - Select group acronym button to display a two-column, printable listing of all group members/associate members. Additional search options are also shown.**

### **❑ PUBLICATIONS**

- List of Documents – Shows document number, title, date, and distribution statement.
- Download Online Documents – Select documents to download, including restricted documents.
- Document Request - Online document order form.

### **❑ REPOSITORIES**

- Historical documents
- Group Repositories

### **❑ FORMATS**

- Group Reports - Powerpoint file
- Task Proposal - Word file
- Minutes - outline of required contents

### **❑ O&P DOCUMENT**

- RCC Organization and Policy Document

### **❑ SAVINGS/AVOIDANCES**

- Cost savings/avoidances per year since 1990
- RCC definitions of cost savings and cost avoidances

## **NAVIGATING THE RCC PUBLIC WEBSITE**

### **RCC HOMEPAGE - Opening page**

#### **❑ MEMBER RANGES**

- Map: Clicking on a star will open that range's homepage. You must close the window to return to the RCC Member Ranges page.
- Service Logo: Clicking on the Service logo will display the RCC member ranges and their Commanders' names.

#### **❑ INTRODUCTION - History, Mission, Vision, Scope and Charter**

#### **❑ ORGANIZATION**

- Range Commanders - Mission statement for Commanders
- Executive Committee - Mission and duties of the Executive Committee.
- Technical Representatives - Mission and duties of the Technical Representatives
- Secretariat - Displays description of the Secretariat's duties/mission. Also includes list of Secretariat staff and contact information.
- Participation - Displays RCC policy on participation in group meetings and RCC Groups.
- Group Acronym button - Opens public group page if available
- Group Name - Displays description/mission statement of group activities

#### **❑ RCC GROUPS - Opens to Organization page and group public page buttons**

#### **❑ GROUP TASKS - Opens to summary list of active group tasks**

#### **❑ PUBLICATIONS**

- Download Online Documents - Download documents that are approved for public release.
- List of Documents - Shows document number, title, date, and distribution statement.

#### **❑ DRAFT DOCUMENT REVIEW**

- Select the Group that is hosting the review
- Select the "pink sheet" document for viewing

#### **❑ O&P DOCUMENT**

- RCC Organization and Policy Document

#### **❑ SAVINGS/AVOIDANCES**

- Cost savings/avoidances per year since 1990
- RCC definitions of cost savings and cost avoidances

#### **❑ LINKS - Links to other sites of interest to RCC members**

#### **❑ PRIVATE RCC - Links to private page on JIST<sup>3</sup> (requires login).**

**ANNEX C**  
**MINUTES FORMAT**

1. Cover
2. Title page
3. Table of contents
4. List of attendees
5. Agenda
6. Minutes
  - a. Convene
  - b. Approval of minutes
  - c. Chair's report
  - d. Old business
  - e. New business
  - f. Membership actions
  - g. Committee appointments
  - h. Conference dates
  - i. Other
7. Reports
  - a. Range
  - b. Special (abstracts only, no viewgraphs)
  - c. Committee
  - d. Task
  - e. Report to the Executive Committee (when appropriate)
8. Cumulative attendance roster
9. Roster of past conferences and conference sites/hosts

## **Annex D**

### **GROUP REPORT OUTLINE**

A group report format template (PowerPoint) is available from the Secretariat (rrc@wsmr.army.mil). A sample template is provided at Enclosure 1 to this annex. Information provided in the report should cover activities since the previous EC conference. The group report consists of a sectioned administrative slide with backup slides provided as needed. The administrative slide may be pulled from the report and used separately by the EC to brief new Commanders. See enclosure 1 to annex D for a report format.

1. Section 1 – Group Mission Statement. Insert a short description of the group's major functions or an excerpt from the mission statement.
2. Section 2 – Photo or Graphic. A photo or graphic depicting the focus of the group may be inserted in this area. This section is optional and may be eliminated to expand Section 1 if needed.
3. Section 3 – Technology Focus. Provide a list of areas the group is monitoring or actively working. Backup slides will be used to provide more details.
4. Section 4 – Task Summary. A consolidated task summary slide will be prepared with a separate backup slide provided for each active task. A numerical count of all completed tasks will be provided.
5. Section 5 – Significant Activity/Special Attention Items (A bulleted list of items provided for EC information or items requiring EC action). Backup slides will be used to provide more detail (i.e., background, solutions, etc.).
6. Section 6 – Administrative Information. This area is used to provide a quick look at data on conference status, cost savings, group size, and group chair contact information. Backup slides will be required for
  - a. Conference Status
    - (1) Date of last conference
    - (2) Ranges or Organizations Represented/Member and Associate Member Ranges and Organizations
    - (3) Number of range representatives
    - (4) Number of guests
    - (5) Date of next conference
    - (6) Host/Location of next conference

b. Cost Avoidances/Cost Savings

A slide showing cost avoidances or cost savings to include the ranges involved in the exchange, a description of the item, and a dollar value of the items.

During the Technical Representative/Group Chair session, 50<sup>th</sup> EC Conference, August 1997, the following definitions were developed

**COST AVOIDANCE** – applies to items that preclude an acquisition.


EXAMPLE: A range has a requirement for specific software and is planning to procure it. This software is provided by another range, thereby eliminating the need to buy it.

**COST SAVINGS** – applies to funds that were budgeted but not spent.

EXAMPLE: A range has budgeted \$400K for software upgrades during the fiscal year. The same software has been developed by another range and is available at no cost or at a nominal charge. The money that was budgeted but not spent is considered a savings.

The standard cost per man-year savings was determined to be \$100K.





# XX GROUP

Month and year

**Brief description of the major functions / charter of the group.**

Throughout this chart use as large a font as possible, but do not use fonts less than 14 point. Keep titles larger than subtext.

Photo, graphic, or anything of your choosing. Please watch the size of the file, these are emailed and downloaded.

OR

Eliminate and expand the box on the left to give more space

**Technology Focus**

- Areas the Group should be focusing
- Change the title if Technology Focus is not a valid descriptor
- Color code (by group self assessment) the performance / attention given to each topic – RED/YELLOW/GREEN


**Task Summary**

- Active – list # and hot link to a list by task number and title
  - “Omnibus” funded – list #
  - Include any info you deem informative
- Completed – list #

**Significant Activity / Special Attention**

- List here items the EC needs to know about or make a decision on
- Provide some details on you top one or two as room permits.
- Hot link to other items as needed


Previous meeting	Cost Savings:	Group Size – #	Group Chair contact info
Next meeting		Assigned Members	



## Task List

- XG-YY: Produce a great standard
- XG-ZZ: Study a hard problem
- XG-AA: Develop a training tool

List all the tasks and their titles. The task numbers should then be hot inks to the detailed task status reports. Color code the task title green, red or yellow depending on the group’s self assessment





## HOT LINKED SPECIAL ITEM

- Provide all the info you want relative to these items, including any actions you want/need.



## TASK STATUS REPORT

XG-YY Produce a Great Standard

**SCOPE/END PRODUCT:** This info should be concise and mirror the info from the task proposal, modified as needed.

**DOT&E FUNDED:** Yes or No, if Yes then show the contractor and \$ amount

**ASSIGNED:** Date task number assigned      **ACTUAL START DATE** When work started

**ORIG. COMPLETION DATE** From task proposal

**REV. COMPLETION DATE** as needed      **TASKMASTER COORDINATION** y or n

**COMMENTS/RECENT PROGRESS:** Info to help Tech Reps / EC assess progress and performance

**ISSUES/PROBLEMS:** Explanations for extensions, decisions required, etc.

**TASK LEADER** Name, Org, Phone/email

Color Patch at the top coincides with the group assessment of the task – same as the color on the task list slide



You need to produce one of these slides for each task.



## Meeting Status

### ➤ LAST MEETING:

Dates:

Hosted by:

# Member + Associate ranges/orgs belonging to the Group:

# Member + Associate ranges/orgs represented at this meeting:

Number of Member + Associate Representatives:

Number of Guests:

### ➤ NEXT MEETING

Dates:

Hosted by:

Location:

### FUTURE MEETINGS



## Cost Savings/Avoidances

<u>FROM</u>	<u>TO</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
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